

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1920 <hr/> Page 1 of 1
Agency Anne Arundel Community College		Division/Unit Financial Aid, Veteran, and Scholarships Office
Item No.	Description	Retention
1	<u>General Correspondence and Office Files, 1967</u> Correspondence, memoranda, and miscellaneous files relating to the activities of the Financial Aid, Veteran, and Scholarships Office.	Office: 3 years. Any material with legal, historical, or administrative value until such value ends or archived for per- manent retention.
2	<u>Deferred Tuition Forms, 1993 -</u> Applications used by students to request that their tuition be deferred.	Office: 1 semester after tuition is deferred. Warehouse: N/A Archives: N/A
3	<u>Pell Grant Files, 1989 -</u> Student Aid Reports issued by the U.S. Dep't. of Education to student aid applicants.	Office: 1 year Warehouse: 2 years Archives: N/A
4	<u>Guaranteed Student Loans (Stafford Plus Loans),</u> <u>1993 -</u> Application forms and related documentation.	Office: 3 years Warehouse: 7 years Archives: N/A
Schedule Approved by Department, Agency, or Division Representative. Date 5/28/97 Signature <i>Leonard Mancini</i> Typed Name Leonard Mancini Title Dean of Student Services		Schedule Authorized by State Archivist Date AUG 14 1997 Signature <i>Edward C. Papenfuss Jr</i>

DGS 550-1 (Rev. 1/93)

Figure 3